Directions for printing on a <u>network printer</u>:

1. **Go to File, then select Print. The Print dialog box appears.**

2. **In the Print dialog box, click on the Properties button.**

3. **On the Print Setup tab page, click on the Duplex drop down box.**

4. **Select 'Flip on Short Edge' and select 'OK' button.**

5. **In the Print dialog box, select 'OK'.**

(This action will allow you to print two pocket guides, front and back.)